April 16, 2020

Dear Design Review Commission Applicant:

Thank you for your interest in the very important position of Design Review Commissioner with the City of Beverly Hills. The position is appointed by the City Council from among residents who apply for the opening. The filing deadline is Friday, June 12, 2020 at 5:00 p.m.

Attached is an application, which we would like to have you fill out and return to the City Clerk's Office at City Hall. The application and associated material are intended to give applicants a full explanation of the duties of a Design Review Commissioner, and to give the City Council a thorough understanding of your qualifications and interests in the position. All applicants are strongly encouraged to attend at least two Commission meetings for the Commission they are applying to prior to the interview process.

After the June 12, 2020 filing deadline, you will be contacted for an interview with the two City Councilmembers, the Design Review Commission Chair and Vice Chair. The City Council initiated this process to give every applicant an opportunity to share their qualifications and motivations for applying. Due to the anticipated number of applications, we cannot schedule every candidate to meet with all five City Councilmembers; but we hope that the initial interview will give each candidate an opportunity to learn more about the position and to express their interest. All five City Councilmembers will receive a complete copy of each candidate's application. Following the interview and review process, the City Council will appoint the new Commissioner as soon as possible thereafter.

Please note that the application package includes an informational copy of the FPPC Form 700, "Statement of Economic Interests," which State law requires of each City official, including Design Review Commissioners. This document would need to be filed with this office within 30 days of a new commissioner taking office, and again each year in April. It is not required at the time of filing the application.

While the application process requires a significant investment of time, we think it is vital to making good appointments. We hope that you will find the process stimulating and enjoyable.
In order that we may preserve the integrity of the application and interview process, please direct all inquiries to the City Clerk, City Manager or the Director of Community Development. Please DO NOT contact the City Councilmembers or the members of the Design Review Commission regarding the Design Review Commission vacancy.

Sincerely,

HUMA AHMED
City Clerk

Enclosures
TO: HONORABLE MAYOR AND CITY COUNCIL

I am a resident of the City of Beverly Hills and am interested in being considered for an appointment to the Design Review Commission.

Name: ___________________________ Email Address: ___________________________

Residence Address (required): ___________________________ Zip code: ______

Mailing Address (optional): ___________________________ Zip Code: ______

Home Phone: _____________ Work Phone: _____________

How long have you resided in Beverly Hills? _______________ (Applicant should be a resident of the City for a minimum of two years prior to filing an application. Residency may be waived if you are applying for the licensed residential architect position. If a qualified residential architect cannot be found, the City Council may appoint a landscape architect to fill this position. In the event no person who is a resident of the city is eligible for appointment in this designated field, the City Council may waive the residency requirement.)

Occupation: __________________________________________

Do you work in Beverly Hills? ____________________________

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which commission(s)?: ____________________________

Have you ever applied to the Team Beverly Hills Program? ____________________________

Are you a member or alumnus of the Team Beverly Hills Program? ____________________________

Have you applied previously for a commission appointment? If so, which commission(s)? ____________________________

1. Please list community activities in which you are presently involved, and activities in which you have participated in the past (including years of service):

__________________________________________________________________________

__________________________________________________________________________
2. Please describe any technical expertise (architecture, building, construction management, planning, or landscape design), or other background information (education, business, or personal) that might be useful to you as a Design Review Commissioner:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. Have you attended one or more full Design Review Commission meetings within the last 12 months? Please comment on your reactions.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
4. How would you rate your ability to read, interpret, and understand architectural and construction drawings, documents and architectural details:

Proficient [ ] Intermediate [ ] Novice [ ] Willing to Learn [ ]

5. The Design Review Commission regularly meets on the first Thursday of each month, in the afternoon. How much time do you envision giving to the Design Review Commission? How often are you out of town? What other commitments might cause conflicts in your scheduling of commission meetings/activities or conferences?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

6. How do you view the balance between the rights of single-family property owners to develop their property and choose the design of their home versus impacts to the character of the surrounding streetscape and the rights of neighboring property owners?
7. How would you describe an appropriate relationship between the Commissioners and applicants? Would you find it difficult to vote against a friend? Would you find it difficult to vote differently than fellow Commissioners?

8. Why do you wish to be a member of the Design Review Commission? Specifically, why have you chosen this form of community service over the many other avenues of community service available in our community?

9. Are you a licensed architect?
   Yes [ ]       No [ ]
10. Are you a licensed landscape architect?

Yes [ ] No [ ]

Date: __________________________ Signature ________________________________

Completed applications may be returned to the City Clerk's Office, Room 290, 455 North Rexford Drive, Beverly Hills, CA 90210. If you have any questions, please contact the City Clerk at 310.285.2400.

IMPORTANT NOTICE

So that we may preserve the integrity of the application and interview process, please direct all inquiries to the City Clerk, City Manager or the Director of Community Development. Please DO NOT contact the City Councilmembers or the members of the Design Review Commission regarding the Design Review Commission vacancy.
Serving on the Beverly Hills Design Review Commission

The Design Review Commission is one of twelve (12) Commissions appointed by the City Council to carry out a variety of delegated functions. The City Manager, Department heads, and other City staff who work for the City Council provide staff support to the Commissions. The Community Development Department provides primary staff support to the Design Review Commission, although depending on the issues, other Departments provide support as well. The Community Development Department also provides primary support to the City’s Planning Commission, Architectural Commission, Cultural Heritage Commission, Rent Stabilization Commission, and Traffic & Parking Commission. As with the other Departments, Community Development staff also provides support to other Commissions and to the City Council.

There are five Design Review Commission positions serving a staggered first term of two-years, with a single, four-year reappointment possible. Commissioners generally serve until their replacements are appointed. It is recommended that those seeking appointment attend a few Design Review Commission meetings to familiarize themselves with some of the current issues and to see how the meetings are conducted.

When there is an anticipated vacancy, the City Council announces the upcoming vacancy and invites interested persons to submit application forms. A subcommittee of City Council and Design Review Commission members will interview all interested candidates and make recommendations to the full City Council. The City Council makes its final selection and appointment at a formal public meeting. The City Clerk swears in the new Design Review Commissioners, sometime before their first meeting, but generally immediately prior to their first meeting.

Legal Authorities and Responsibilities

The Beverly Hills Municipal Code sets out the areas over which the Design Review Commission has authority, either as a decision-making body or advisory to the City Council. The Design Review Commission reviews proposed single-family residential development and its impact on the streetscape by controlling the mansionization of the City’s residential neighborhoods which will degrade and depreciate the character, image, beauty, and reputation of the City’s residential neighborhoods with adverse consequences for the quality of life for all residents. The Commission’s review is intended to prevent these and other harmful effects of such overbuilding, and encourages the most appropriate development within the residential neighborhoods.

Operation, Staffing, and Time Commitment

The Design Review Commission regularly meets on the first Thursday of each month, with additional meetings as necessary. The regular meetings are held in Room 280A,
which is adjacent to the City Council Chamber on the second floor of Beverly Hills City Hall. Meetings generally begin at 1:30 p.m. and typically end by 5:30 p.m. The meetings are conducted by the Chair or in his/her absence, the Vice-Chair. From time to time, Commissioners may serve on Ad Hoc committees or subcommittees of two members appointed by the Chair to study particular issues and make recommendations to the full Commission. The Chair and Vice-Chair positions are rotated on an annual basis. On those occasions where a Commission decision is appealed to the Planning Commission or City Council, the Chair or Vice-Chair represents the Commission at those Planning Commission or City Council meetings.

Approximately one week prior to each meeting, Commissioners receive an agenda and packet of staff reports, including plans. Depending on the length and complexity of the agenda, Commissioners can expect to spend between two to five hours preparing for the meeting.

The presence of at least three Commissioners constitutes a quorum and is required to conduct a meeting and make decisions. The Commission must conduct its meetings and formulate its decisions in accordance with its Rules of Procedure, and with State law (the “Brown Act”), which requires all meetings to be open to the public. All meetings of the Design Review Commission are video recorded and available for viewing on the City’s website. Action minutes of the meetings are taken by a staff recording secretary.

State law requires compliance with conflict of interest requirements. This involves filing a financial disclosure form with the City Clerk, which is available to the public for inspection. Interested persons may contact the City Clerk’s office to inspect a sample report. A Commissioner may not deliberate or participate in any case in which that Commissioner has an interest. The City Attorney’s office, which also provides staff support to the Commission, can provide guidance to individual Commissioners who may have questions on a case-by-case basis.

Commissioners may find that interested parties to an application (both pro and con) will attempt to engage them in conversation about a pending case; it is nevertheless important for Commissioners to maintain an impartial distance from those interested in applications coming before the Commission and must maintain this impartiality, sometimes in the context of impassioned pleas from their fellow residents, business colleagues, friends, and acquaintances.

Helpful skills for Commissioners to have include the ability to read plans and visualize three-dimensional buildings and their articulations from two-dimensional drawings, understand landscaping effect on the street, the ability to apply general principles to a variety of specific circumstances, a good working knowledge of the City’s residential area characteristics (physical, economic, and demographic), and lots of patience!

Service on any City Commission is a responsibility, which may involve a significant time commitment, and should not be undertaken lightly. Aside from attending regularly scheduled meetings, preparation for regular and special meetings sometimes warrants
an additional time commitment, especially when serving as Chair or Vice Chair. Commissioners may also be requested to attend certain City Council meetings, community meetings, and/or other City functions, such as Team Beverly Hills.

Resources

- Residential Design Style Catalogue  [www.beverlyhills.org/residentialdesigncatalog](http://www.beverlyhills.org/residentialdesigncatalog)
- Design Review Commission meeting packets
- City Commissioners' Handbook  [www.beverlyhills.org/commissionerhandbook](http://www.beverlyhills.org/commissionerhandbook)

Planning staff provides each new Commissioner with a thorough briefing.